<table>
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<th>Timeline</th>
<th>Things to do</th>
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| First semester                 | • Review Graduate Handbook: [http://www.k-state.edu/grad/graduate-handbook/chapter2.html](http://www.k-state.edu/grad/graduate-handbook/chapter2.html)  
                                 • Review Department Graduate Program Information: [http://www.vet.k-state.edu/education/dmp/](http://www.vet.k-state.edu/education/dmp/)  
                                 • Meet with your major professor to discuss and develop a plan of study concerning course work and thesis project (or report).  
                                 • Select courses to be taken in the second semester  
                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Second semester:               | • Select supervisory committee (minimum of three members). All members should be Graduate faculty: [https://catalog.k-state.edu/content.php?catoid=41&navoid=7352](https://catalog.k-state.edu/content.php?catoid=41&navoid=7352)  
                                                                                       • Prepare, in consultation with your major professor, a tentative Program of Study: [http://www.k-state.edu/grad/academics/forms/](http://www.k-state.edu/grad/academics/forms/)  
                                                                                       • Identify compliance requirements regarding research for notation on Program of Study: [https://www.k-state.edu/comply/](https://www.k-state.edu/comply/)  
                                                                                       • Schedule a supervisory committee meeting to present and seek approval of the Program of Study. Also, make a presentation of your assigned thesis project.  
                                                                                       • Submit the approved Program of Study to the Graduate School.  
                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Third semester                 | • Submit Program/Committee Change Form, if any changes have been made to courses and/or committee: [http://www.k-state.edu/grad/academics/forms/](http://www.k-state.edu/grad/academics/forms/)  
                                                                                       • Schedule a supervisory committee to present research progress and seek guidance from the committee members.  
                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Fourth semester or Semester of intent to graduate | • Schedule a supervisory committee to present a report on your thesis project (or report), to seek approval of the final exam and pick a tentative date for the thesis defense  
                                                                                       • Provide major professor and supervisory committee a copy of thesis (or report) a **minimum of 10 working days** prior to scheduled defense.  
                                                                                       • Submit “Approval to Schedule Final Examination” form a **minimum of 10 working days prior** to the final examination date to the Graduate School: [http://www.k-state.edu/grad/academics/forms/2017forms/m-asfe.pdf](http://www.k-state.edu/grad/academics/forms/2017forms/m-asfe.pdf)  
                                                                                       • Complete Graduation Application in KSIS  
                                                                                       • Complete online commencement registration **IF** participating in commencement.  
                                                                                       • Submit final examination ballot to the Graduate School.  
                                                                                       • Make revisions to thesis/report until expectations of major professor and supervisory committee are met.  
                                                                                       • Submit ETDR ballot to the Graduate School.  
                                                                                       • Prepare final copy of ETDR and submit to KReX.  
                                                                                       • Complete online CVM Graduate Program Exit Survey: [CVM Grad Student Exit Survey](https://www.k-state.edu/comply/).  
                                                                                       |
• Complete Graduate School online surveys (exit survey, ETDR survey) and K-State Alumni Association information: [https://www.k-state.edu/grad/academics/forms/exsurvey.html](https://www.k-state.edu/grad/academics/forms/exsurvey.html).

• Clear all financial obligations with university for transcript and/or diploma release.

For Additional Information Contact:

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